

**Addendum
No. 1**

Date: May 11, 2026
Project: Jesse Cooper Building Improvements
MJ1002000063

The information herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

Pre-Bid Meeting

1. The mandatory Pre-Bid Meeting was held on May 6, 2026. A copy of the Pre-bid Meeting Minutes and the sign-in sheets are attached.

General Clarifications

1. Drawings and specifications for bid are available at RCI. Bidders must purchase the bid documents in order to be on the bidders' list.
2. An optional walkthrough at the Project site is scheduled for **Thursday May 14, 2026 at 10:00am**. Interested Bidders shall meet at the Main Lobby of the Jesse Cooper Building at that time.

Changes to Specifications

1. 00 41 12 – Bid Form
 - a. Replace the Bid Forms in their entirety with the attached.
 - b. Revised Subcontractor List to include the following:
 - i. Carpentry
 - ii. Tiling
 - iii. Flooring
 - iv. Painting
 - v. Fire Protection
 - vi. Plumbing
 - vii. Electrical

Attachments

1. Pre-bid Meeting Minutes.
2. Pre-Bid Sign-In Sheets.
3. 00 41 12 – Bid Forms.

END

Pre-Bid Meeting Minutes

Date: May 6, 2026 @ 2:00 PM

Project: Jesse Cooper Building Improvements

The information herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time.

General

1. Project Identification:
DFM Project #MJ1002000063
StudioJAED Project #22110
Jesse Cooper Building Improvements
2. Attendance at this meeting is a prerequisite for bidding on this contract. The pre-bid meeting sign-in sheets are attached to these minutes.

Each individual must sign in for themselves and not for anyone that is not present.
3. Sealed bids for OMB/DFM Contract No. MJ1002000063 – State of Delaware – Jesse Cooper Building Improvements will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, by way of the Bonfire Portal at <https://DFM.bonfirehub.com> until **1:00pm local time on Thursday May 28, 2026**. Bidder bears the risk of late submission. Any bids received after the stated time will not be considered. Bids will be publicly opened and read aloud in the Conference Room at 2:00pm on Thursday May 28, 2026.
4. The deadline for requests for substitutions to StudioJAED is **Friday May 15, 2026 at 5:00pm**.
5. The deadline for requests for information to StudioJAED is **Friday May 22, 2026 at 5:00 pm**.
6. All bidders' requests and questions are to be submitted via email to Dan Ridgely at StudioJAED.

ridgelyd@studiojaed.com

All responses will be issued via Addendum.

Verbal communication from A/E and Owner is non-official and non-binding. Only written communications are included as bid and contract documents.

7. Digital bid documents should be purchased at RCI Printing and Graphics. All addenda will be distributed by RCI or found on the State of Delaware Bid Solicitation Directory website.
8. General Project Scope Review
 - a. Replacement of all exterior windows throughout the building (Alternate).

- b. Replacement of all flooring, wall base and acoustical ceiling systems throughout floors 1, 2, & 3 of the building (Most of Basement is excluded).
 - c. Renovation of restrooms on basement and floors 1, 2, & 3 of the building.
 - d. Replacement and installation of domestic water heater.
 - e. Replacement of existing ceiling mounted fluorescent fixtures with new LED fixtures.
 - f. Replacement of various electrical equipment throughout the building.
 - g. Associated mechanical, electrical, plumbing, and fire protection work.
9. Bid Form Review
- a. Complete forms as presented via addenda or in the Specifications, do not edit or alter.
 - b. Provide all information requested in full or bid will not be accepted.
 - c. Acknowledge all addendums as individual items.
 - d. Contract time shall indicate full contract time from Notice to Proceed through Substantial Completion.
 - e. Include all attachments indicated on the Bid Form.
 - f. Contractor to provide Affidavit of Employee Drug Testing Program with submission of bids. Subcontractor's Employee Drug Testing Forms will be required, post bid, from the successful bidder.
 - g. List all Sub-contractors and any third-tier sub-contractors performing work. If Contractor is self-performing work, the Contractor must list their company name on the sub-contractor list. Do not abbreviate company names on the subcontractor list.
 - h. Receipt of all addenda must be listed on the Bid Form as 1, 2, 3, etc., not as 1-3.
10. Sub-Contractor List Review
- a. It is suggested that the following trades will be included as listed contractors:
 - i. Carpentry
 - ii. Tiling
 - iii. Flooring
 - iv. Painting
 - v. Fire Protection
 - vi. Plumbing
 - vii. Electrical
11. There is (1) Alternate:
1. Remove and replace windows, interior blinds and associated work as indicated in the Bid Documents.
12. Allowances Review
- a. Allowance No. 1: Owner's Contingency – For general contingencies and repairs, the remaining balance of which is to be returned to the Owner by credit change order at project conclusion. Twenty thousand dollars (\$ 20,000.00)

13. Prevailing Wage Project

- a. 2026 wage rates for building construction apply. These are included on the Bid Solicitation Directory and are included in the bid documents.

14. Schedule

- a. The Owner anticipates Contract award within approximately (30) days of the bid opening. The successful Contractor will be required to execute the Contract and provide associated bonds and insurance certificates within 20 days of Notice of Award.

15. Contractor Use of Premises

- a. Work Hours:
 - i. Work hours are between 7:00 am to 3:00 pm, Monday through Friday. Alternate hours will be considered on a special-need basis.
 - ii. There are some portions of work noted in the Bid Documents to be performed during off hours.
- b. Owner Use and Occupancy:
 - i. Buildings and site will remain occupied throughout construction.
 - ii. All furniture moving shall be by Owner's vendor.
 - iii. All asbestos abatement shall be by Owner's vendor.
- c. Construction Phasing:
 - a. The Bid Drawings indicate a phasing delineation on each floor.
 - b. The South side of building is indicated as phase 1.
 - c. The North side of building is indicated as phase 2.
 - d. Contractor to allow 2-weeks of transition time between phase 1 and phase 2 for Owner's furniture and staff relocations.
- d. Use of Premises:
 - i. Unoccupied, interior building spaces may not be used for storage, pending DFM approval.
 - ii. A designated area on the East side parking lot will be provided for laydown and storage. Contractor shall provide secure fencing with lockable gate.
 - iii. Contractor parking shall be designated on the East side parking lot.
 - iv. Contractor shall provide their own secured portable restroom.
 - v. Contractor shall not block corridors and shall maintain Corridor access to adjacent spaces and means of egress throughout the course of the renovations.
 - vi. The superintendent will receive an electronic access badge.
- e. Utilities:
 - i. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without 7-day notice to Owner and authorities having jurisdiction.
 - ii. Prevent accidental disruption of utility services to other facilities. Do not disrupt power or water service without 7-day notice to Owner.

- iii. Contractor may use power and water from the building. Contractor is responsible for making connections and for distribution to the work area and for maintaining building security.

16. Permitting

- a. All construction permit submissions and fees shall be submitted and paid for by the contractor.
- b. No impact fees are anticipated.

17. Contract Award

- a. The successful Bidder shall provide, at least two business days prior to contract execution, copies of Employee Drug Testing Programs for the Bidder and all listed Subcontractors as well as the Bidders Craft Training Affidavit. Contracts will not be distributed until these items are received, reviewed, and approved.
- b. The successful Bidder shall execute formal copies of the Contract (2 original hard copies), accompanied by the required Certificate of Insurance, State of Delaware Business Licenses for the Bidder and all Subcontractors, and good and sufficient Performance and Payment Bonds (original hard copies). Bond forms are included in the Specifications.

18. Site Walk Throughs

- a. Submission of your bid indicates that you have visited the site and are familiar with the conditions of the project.
- b. A second, optional contractor walk through is available on **Thursday, May 14, 2026 at 10:00am**. Interested contractors should meet Bill Davis in the Jesse Cooper Building Lobby at that time.

END

Project: State of Delaware / OMB/DFM
 Jesse Cooper Building Improvements
 Project No.: OMB/DFM Contract No. MJ1002000063 / SJ Project No. 22110
 Date: May 6, 2026 @ 2:00 PM Time End: 2:25 pm

PRE-BID SIGN IN SHEET
(INDIVIDUALS MAY ONLY SIGN IN FOR THEMSELVES)

	REPRESENTATIVE	FIRM / PHONE / EMAIL	TIME SIGNED
1.	<u>Aaron Petitto</u>	<u>APElectric LLC</u> (FIRM) <u>5558132627</u> (PHONE) <u>aaron.petitto@gmail.com</u> (EMAIL)	<u>2 PM</u>
2.	<u>LC Bathon</u>	<u>Lawrence C Bathon Builders</u> (FIRM) <u>443-553-0931</u> (PHONE) <u>kwilhelm@bathonbuilders.com</u> (EMAIL)	<u>2 PM</u>
3.	<u>NICHOLAS KOSKI-VACIRCA</u>	<u>VENTRESCA BROTHERS INC.</u> (FIRM) <u>302-658-6436</u> (PHONE) <u>NICK@ventrescabros.com</u> (EMAIL)	<u>2nd pm</u>
4.	<u>Ryan Jackson</u>	<u>Amaker Inc</u> (FIRM) <u>302-834-8664</u> (PHONE) <u>Amaker@ADL.com</u> (EMAIL)	<u>1:50pm</u>
5.	<u>Robin Scherman</u>	<u>BRS Consulting, Inc</u> (FIRM) <u>302.786.2326</u> (PHONE) <u>robin@brsconinc.com</u> (EMAIL)	<u>1:50pm</u>

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 Jesse Cooper Building Improvements
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**PRE-BID SIGN IN SHEET
 (INDIVIDUALS MAY ONLY SIGN IN FOR THEMSELVES)**

	REPRESENTATIVE	FIRM / PHONE / EMAIL	TIME SIGNED
6.	John Nocket	EMORY HILL (FIRM) 302-668-6902 (PHONE) (EMAIL) JNOCKET@EMORYHILL.COM	1:50pm
7.	DOUG BRANDT	DELMARVA VETERAN BUILDERS (FIRM) 443-736-1584 (PHONE) ESTIMATING@DELMARVA (EMAIL) VETERANBUILDERS.COM	1:50
8.	Brian Matthews	BSS CONTRACTORS (FIRM) 484 256 4986 (PHONE) BSMITH@BSS CONTRACTOR. (EMAIL) COM	1:56
9.	FRANK LERRO	WOHLSEN CONSTRUCTION (FIRM) 302-650-9226 (PHONE) FRANK C WOHLSEN.COM (EMAIL)	2:00
10.	Brian C Thompson	CONVENTIONAL BUILDERS INC (FIRM) 302-422-2429 (PHONE) INFO@CONVENTIONALBUILDERSINC.COM (EMAIL)	2:00

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**PRE-BID SIGN IN SHEET
 (INDIVIDUALS MAY ONLY SIGN IN FOR THEMSELVES)**

REPRESENTATIVE	FIRM / PHONE / EMAIL	TIME SIGNED
11. <u>Bill Booth</u>	<u>COMMONWEALTH CONSTRUCTION CO., INC</u> (FIRM) <u>302-654-6611</u> (PHONE) <u>bbooth@itscommonwealth.com</u> (EMAIL)	<u>1:59</u>
12. <u>CHAD BLEDIKE</u>	<u>DK Construction Services</u> (FIRM) <u>484 431 2004</u> (PHONE) <u>cbdike.dkconstructionservices@gmail.com</u> (EMAIL)	<u>1:57</u>
13. <u>Josh Manners</u>	<u>Lerof</u> (FIRM) <u>609-954-5899</u> (PHONE) <u>jmanners@lerof.org</u> (EMAIL)	<u>1:57</u>
14. <u>Brian Folk</u>	<u>Summit Mechanical</u> (FIRM) <u>302-836-8814</u> (PHONE) <u>estimating@summitmechanical.org</u> (EMAIL)	<u>1:57</u>
15. <u>Ken Quillen</u>	<u>RYJ & Son</u> (FIRM) <u>302-422-3732</u> (PHONE) <u>kquillen@ryjson.com</u> (EMAIL)	<u>1:58</u>

Project: State of Delaware / OMB/DFM
 Jesse Cooper Building Improvements
 Project No.: OMB/DFM Contract No. MJ1002000063 / SJ Project No. 22110
 Date: May 6, 2026 @ 2:00 PM Time End: _____

**PRE-BID SIGN IN SHEET
 (INDIVIDUALS MAY ONLY SIGN IN FOR THEMSELVES)**

	REPRESENTATIVE	FIRM / PHONE / EMAIL	TIME SIGNED
16.	Rick Grimminger	Alkireo Energy (FIRM) 302 554 4305 (PHONE) rgrimminger@alkireoEnergy.com (EMAIL)	1:59
17.	ERIC BUTLER	The Whayland Company (FIRM) 410-281-4392 (PHONE) eric@whayland.com (EMAIL)	1:59
18.	Tom Lucas	Bancroft Construction (FIRM) 302-388-5697 (PHONE) t.lucas@bancroftusa.com (EMAIL)	1:59
19.	TODD HASTINGS	Brushstrokes, Inc. (FIRM) 302-382-9757 (PHONE) brushstrokesinc@comcast.net (EMAIL)	1:57
20.	Scott Reynolds	The Restoration Group (FIRM) 302-604-2592 (PHONE) Scott@TRG24.com (EMAIL)	2:00pm

Ethan Holcroft Radius Systems LLC Time signed
302-610-207-3909 1:57
eholcroft@radiussystemsllc.com

Julie Whitaker Corporate Interiors 1.58
302-561-8855 julie@corporate-interiors.com

Tony Reynolds Kent construction Co 1.59
302-382-5116 Tony@kentconstructionco.com

**Jesse Cooper Building
Building Improvements
417 Federal Street; Dover, DE 19901
Contract No. MJ1002000063**

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within __calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)

Date: _____

ATTACHMENTS

- Sub-Contractor List
- Non-Collusion Statement
- Affidavit of Employee Drug Testing Program
- Affidavit of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)

Jesse Cooper Building
Building Improvements
417 Federal Street; Dover, DE 19901
Contract No. MJ1002000063

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Carpentry	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Tiling	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

Jesse Cooper Building
Building Improvements
417 Federal Street; Dover, DE 19901
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BID FORM (Continued)

3.	Flooring	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
4.	Painting	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
5.	Fire Protection	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

Jesse Cooper Building
Building Improvements
417 Federal Street; Dover, DE 19901
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BID FORM (Continued)

6.	Plumbing	_____	_____
	A.	_____	_____
	B.	_____	_____
	C.	_____	_____
7.	Electrical	_____	_____
	A.	_____	_____
	B.	_____	_____
	C.	_____	_____

**Jesse Cooper Building
Building Improvements
417 Federal Street; Dover, DE 19901
Contract No. MJ1002000063**

BID FORM
NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of Jesse Cooper Building Improvements, have been thoroughly examined and are understood.

NAME OF BIDDER: _____

**AUTHORIZED REPRESENTATIVE
(TYPED):** _____

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):** _____

TITLE: _____

ADDRESS OF BIDDER: _____

E-MAIL: _____

PHONE NUMBER: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____ . NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**Jesse Cooper Building
Building Improvements
417 Federal Street; Dover, DE 19901
Contract No. MJ1002000063**

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.